Job Title : Analyst Programmer Supervisor   **Class** : Professional
Department: Information Systems   **FLSA** : Exempt
Revised   : March 2000

This job description supersedes any prior description for the Analyst Programmer Supervisor classification.

GENERAL DESCRIPTION

Performs difficult professional work involving the systems development, design and preparation of the county's computer applications. Employee determines the best course of action to achieve desired results through optimum utilization of the computer and peripheral equipment. Work includes the supervision and training of subordinate analyst/programmers. Work is performed under the general supervision of the Information Systems Director, and is reviewed through periodic conferences and analysis of work performed.

ESSENTIAL JOB FUNCTIONS (Any one position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class.)

Composes new programs or amends existing programs to meet the user departments' needs; codes, debugs and tests programs; assists user departments' personnel in the implementation of new or amended programs.

Inquires about specific phases of a departmental operation including forms, functions, work coordination, methods and procedures of various operating divisions.

Assists in system control and administration.

Allocates work requests to analyst/programmers; studies feasibility of each request; consults with programmers; and monitors progress.

Supervises analyst/programmers and evaluates work performance.

Installs and uninstalls hardware as necessary.

Performs duties of the Information Systems Director in his/her absence.

Manages and analyzes data base.

Provides technical advice and assistance to computer operators.

OTHER JOB FUNCTIONS

Performs related duties as required.

Management reserves the right to add or amend duties at any time.

KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of the principles, practices, hardware, software, and equipment related to local government data processing operations.

Considerable knowledge of the organization and functions of local government.

Ability to install and uninstall computer hardware.

Ability to analyze data and situations, reason logically, and draw valid conclusions.

Ability to supervise subordinate personnel.

Ability to establish and maintain effective working relationships with officials, department managers, key employees in other departments, and subordinates.

Ability to communicate and express ideas effectively, orally and in writing.

Ability to plan, program, direct, and control the work and employees involved in departmental operations.

Thorough knowledge of modern techniques in system analysis and design.

PHYSICAL REQUIREMENTS

The work in this class is primarily sedentary in nature. Physical requirements include sitting for extended periods of time, walking, bending, stooping, and lifting books and files of approximately 35 lbs or less. Work includes extended periods of time viewing a computer video monitor and/or operating a keyboard. Work includes operation of a motor vehicle.

EXPOSURE CONTROL

Work activity does not entail predictable or unpredictable exposure to blood or body fluids.

MINIMUM EXPERIENCE AND TRAINING

Bachelor's Degree in Computer Technology and three years of computer programming experience using RPG programming language on an IBM AS400; or equivalent combination of training and experience. Supervisory experience preferred. A valid driver's license is required.

**This job description does not create an employment contract,
implied or otherwise.**